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[Sample Meeting Agenda Template]

Pyramid Model Team Meeting

Date:

Place:

Meeting Roles

Host:

Facilitator:

Time-Keeper:

Refreshments:

Note-taker:

Buddy for absent members:

Meeting Objectives:

- 1.
- 2.
- 3.
- 4.

Next Meetings dates and places:

Agenda:

Time	Item	Type of Action	Decision Required?
9:00	Welcome/Introductions	info sharing	no
9:15	Action plan updates	discussion	yes
10:15	Selection of Coaches	discussion	yes
11:15	Continued planning of train the trainer event	discussion	yes
Noon	complete meeting evaluation & adjourn		